

Suggested Program Course List - Administrative Professional/Office Support Specialist 1, Online, Fall 2020

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1206	62608	10103106	◆MS PowerPoint	1	08/24/20	12/18/20	ONLN	Online	M-F	7:00	7:30
1206	62609	10103125	◆MS Outlook	1	10/19/20	12/18/20	ONLN	Online	M-F	7:00	7:30
1206	62610	10103146	◆MS Word A OR	1	08/24/20	12/18/20	ONLN	Online	M-F	7:00	7:30
1206	62611	10103146	◆MS Word A	1	10/19/20	12/18/20	ONLN	Online	M-F	7:00	7:30
1206	62645	10103151	◆MS Excel A	1	08/24/20	10/16/20	ONLN	Online	M-F	7:00	7:30
1206	61972	10103152	❖MS Excel B (AP Students ONLY)	1	10/19/20	12/16/20	ONLN	Your Choice Online	MW	11:30	12:50
1206	62374	10103162	❖MS Access A	1	08/25/20	12/17/20	ONLN	Your Choice Online	TR	12:30	1:20
1206	62691	10105123	❖Business Skills (AP Students ONLY)	1	08/24/20	09/16/20	ONLN	Your Choice Online	MW	11:30	12:50
1206	62590	10106110	❖Document Formatting	2	08/24/20	12/16/20	ONLN	Your Choice Online	MW	9:00	10:20
1206	62591	10106146	❖Proofreading for the Office	3	08/24/20	12/16/20	ONLN	Your Choice Online	MW	10:30	11:20
1206	62593	10106167	❖Computer & Business Technologies	1	08/25/20	12/17/20	ONLN	Your Choice Online	TR	1:30	2:20
1206	61151	10801196	Oral/Interpersonal Communication (Office Support Students) OR	3	08/24/20	12/18/20	ONLN	Online	M-F	7:00	7:30
1206	61133	10801136	English Composition 1 (Office Support Students)	3	08/24/20	12/18/20	ONLN	Online	M-F	7:00	7:30
Choose the General Studies 801 course that fits your schedule (Administrative Professional)											

Online classes appear on your schedule from 7:00 to 7:30 a.m., but you are not required to log in at that time. Actual class participation is determined by you based on your schedule or as communicated by your instructor.

❖ This class is offered in the “Your Choice” format for which you may choose to attend class in person, complete the class online, or a combination of the two.

You can expect the following from the class:

- Class attendance is not required.
- There are lectures from the instructor that will be uploaded to Blackboard for online viewing.
- You will be responsible for work team collaboration throughout the course as scheduled.
- Assignments are submitted online through Blackboard unless otherwise required by the instructor.
- There are strict deadlines and assignment requirements.
- Your instructor will support your efforts throughout your learning experience.
- You determine your own level of success!

If your plan is to complete your coursework at a campus, choose Your Choice.

If your plan is to complete your coursework without attending at a campus, choose Your Choice Online.

Please be advised that low enrollment class sections may be cancelled.

You will be contacted by Student Services with information on other class sections available in alternate formats.

[For the most up-to-date course listing, go to the WITC Homepage and click on 'Find a Class'](#)

[To view your curriculum checklist, click here](#)